

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120026-6

CONTROL NO.  
SD 102.23

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Supply Division Monthly Activity Report

2. TYPE  
OF  
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input checked="" type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc.)  
Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, Supply Division

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-10	5.23	8		41.84	12		502.08

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

502.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required in order to provide information and a record of significant and routine monthly activities.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM 142  
2-70

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(22-36-43)

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